Grants Management Technical Assistance (GMTA)

FEMA Systems FAQ

These common questions and answers should serve as a guide for those navigating the various FEMA systems associated with grants management.

- ## Grants.gov

Q: What is grants.gov used for?
A: Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget. Under the President's Management Agenda, the office was chartered to deliver a system that provides a centralized location for grant seekers to find and apply for federal funding opportunities.

Q: How do grant seekers register with Grants.gov?
A: Before applying for a funding opportunity, you need to register an account with Grants.gov. Whether you are an applicant for an organization or an individual applying for grants on your own, you only need to register one account on Grants.gov.

Q: How do grant seekers apply for Federal grants via Grants.gov?
A: The Workspace interface is the standard way for organizations or individuals to apply for federal grants in Grants.gov. Workspace allows a grant team to simultaneously access and edit different forms within an application. Plus, the forms can be filled out online or offline — your choice.

- ## National Emergency Management Information System (NEMIS)

Q: What is NEMIS used for?
A: NEMIS is a database system used to track disaster data for FEMA and recipients. NEMIS-HMGP is the Mitigation module of NEMIS, also referred to as the HMGP System. This system module provides a way to administer HMGP information and grant applications.

Q: What are the procedures that allow applicants and recipients to access their information through NEMIS?
A: Disaster assistance applicants can access their information in several other ways:
    (1) applicants may access their information online via Disaster Assistance Improvement Plan/Disaster Assistance Center system (DAIP/DAC) using the user ID, password, system generated PIN, and authentication that was established during the application process;
    (2) applicants may call a FEMA National Processing Service Center (NPSC) representative to check on the status of their application by providing their registration ID; and
    (3) applicants receive a hard copy of their completed FEMA Form 009-0-1 as part of the mail-out package after registration.

FEMA

- ## [Payment and Reporting System (PARS); for Non-Disaster grants](#)

Q: What is PARS used for?
A: PARS interfaces with FEMA's accounting system and allows recipients to make online payment requests and submit quarterly financial reports

Q: Where can I register for PARS?
A: https://isource.fema.gov/sf269/execute/OnlineUserRegistration

Q: What information do I need to provide to register for PARS?
A: Account Information (Vendor number, email address, desired username, account type), Grantee Information (Organization name/address), Contact information, and Grant Verification Information (Grant Number, Start/End date).

- ## [Payment Management System (PMS) aka SMARTLINK](#); for Disaster grants and Non-Disaster Mitigation grants awarded prior to 2011.

Q: What is PMS/SMARTLINK used for?
A: PMS/SMARTLINK allows recipients to make online payment requests and submit quarterly financial reports and interfaces with FEMA's accounting system. PMS is a tool to help draw down funds and file the Federal Financial Report (FFR) . Primary responsibilities include: Executing awards; Maintaining minimum federal cash on hand by requesting funds from the Payment Management System only for immediate disbursement (3 business days) and reimbursement unless otherwise specified in your Notice of Award; Reporting cash disbursements to the Payment Management System and Maintaining your accounting records.

Q: How do grant recipients receive access to PMS/SMARTLINK?
A: To gain access to PMS so they can view available funds, request funds, or submit reports users will need to request permission and be approved by Public Service Commission (PSC). Recipients will be required to make an online request to obtain this access at https://pms.psc.gov. Users will need to provide information concerning their organization, their contact and supervisor information, and select the requested access level required. After submitting their request their supervisor will need to verify the information provided and if correct will need to submit it to PSC. PSC will review the request and verify the provided information. Once they issue their approval a username and a temporary password will be issued to the requester.

Q: How do grant recipients file reports using PMS?
A: The PMS user guide details steps and includes screenshots explaining the process for filing a Federal Financial Report (FFR)

- ## [System for Award Management (SAM)](#)

Q: What is SAM used for?

A: SAM.gov is an official website of the U.S. government used to register non-Federal entities to do business with the U.S. government. SAM.gov is also used to track entities that are excluded or prohibited from doing business with the U.S. government.

Q: How can I register in SAM to start doing business with the Federal Government?
A: The user must have an active registration in SAM to do business with the Federal Government. To register in SAM you will need, at a minimum, the following information: Your Unique Entity Identifier (UEI), formerly known as DUNS number, legal business name and physical address from your Dun & Bradstreet (D&B) record. (If you don't already have one, you can request a DUNS Number for FREE from D&B.) Your Taxpayer Identification Number (TIN) and taxpayer name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your taxpayer name. Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

- ## Federal Awardee Performance and Integrity Information System (FAPIIS)

Q: What is FAPIIS used for?
A: FAPIIS is a system designed to check on non-federal entities' past performance in order to ensure that Federal awards are issued to reliable and qualified recipients by providing award officials with information pertaining to the past performance of applicants.

Q: What information can I find on FAPIIS?
A: FAPIIS contains government-entered records (e.g., Administrative Agreements; Defective Pricing; Department of Defense Determination of Contractor Fault; Non-Responsibility Determination; Recipient Not-Qualified Determination; Termination for Cause; Termination for Default; and Termination for Material Failure to Comply) and Suspension/Debarment information and Administrative Proceedings information as may be applicable.

Q: What can applicants and recipients do in order to ensure the information on FAPIIS is correct and true?
A: Applicants and recipients have certain rights to comment on agency entries, contest erroneous entries, and seek protection of information that they believe may be proprietary. It is important that you routinely examine your FAPIIS information as you would a credit report.

- ## Assistance Listing

Q: What is the Assistance Listing used for?
A: The Assistance Listing (previously known as the CFDA, or the Catalog of Federal Domestic Assistance) is a government-wide listing of all the financial and non-financial assistance programs administered by the Federal government. The Assistance Listing provides a full listing of all Federal programs, available to state and local governments, tribal governments, U.S. territories, nonprofits, for-profit businesses, specialized organizations and individuals.

Q: Why might grants recipients need to access the Assistance Listing?
A: The Assistance Listing helps users identify programs and obtain general information of federal assistance programs and improve coordination and communication between the Federal government and state and local governments.

- ## [Non-Disaster Grants Management System (ND Grants)](#)

Q: What is the ND Grants system used for?
A: ND Grants provides FEMA and its stakeholders with a system that supports the grants management lifecycle. The system allows users to perform and manage many tasks and assignments including submitting certain non-disaster applications, reviewing and accepting awards, submitting amendments and performance reports.

Q: How do I register and login to the ND Grants system?
A: To access the ND Grants system, you must first register an account. Registration can be completed within the FEMA portal at https://portal.fema.gov. After the registration process is complete, your User ID and password will be used to log into ND Grants.

Q: Where does the ND Grants Management System fit into the application process for certain FEMA preparedness or mitigation grants?
A: To apply for a FEMA preparedness or mitigation grant, you must begin the application process on Grants.gov. Once the initial application for Federal Assistance (SF-424) is complete in Grants.gov, the application will be automatically migrated for initial review in ND Grants. All the information from the SF-424 entered in the Grants.gov application will be automatically downloaded into ND Grants and reviewed for eligibility by ND Grants staff. After review, the application will be released back to you in ND Grants to complete, which includes updating the budget, adding any attachments, and completing any required Assurances and Certifications.

Q: How do I accept/decline an award through the ND Grants system?
A: To review an award, navigate to the *Grants Dashboard* page, which lists all applications submitted for your organization in ND Grants. Only a user with the Authorized Official (AO) role for the grant can accept or decline an award.

Q: Once the award has been accepted, can amendments be made to the grant in the ND Grants system?
A: Yes, the AO can submit amendment requests through ND Grants. The AO can also view and update amendments pending submission to make any necessary changes. Once an amendment has been submitted or approved, no changes can be made to that amendment unless a new amendment is processed. (Please note that it may be a good idea to have two points of contact listed on the application for Federal Assistance [SF-424] in case the Authorized Official leaves before the grant is awarded.)

Q: How do I submit reports using the ND Grants system?
A: Once you accept an Award Package, you can submit performance progress reports through ND Grants using the progress report link in ND Grants. The user can upload report documents, add comments, and submit it for FEMA review.

- ## Emergency Management Mission Integrated Environment (EMMIE)

Q: What is EMMIE used for?
A: EMMIE is the web-based platform which manages Public Assistance and Fire Management grants in an electronic environment which is accessible to both the state and PA applicants. The system allows users to electronically review and monitor projects and grants.

Q: How does EMMIE assist recipients who apply for Public Assistance grants?
A: EMMIE was designed to improve information sharing within the PA process and allow for more effective communication among federal, state, and local entities. The site requires a username and password for authorized users only and can be found by visiting https://portal.fema.gov/famsVuWeb/home.

- ## Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)

Q: What is FSRS used for?
A: The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime recipients (i.e. prime grants recipients, aka "pass-through entities") use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements.

Q: Who can use FSRS?
A: Prime grant recipients will report against sub-grants awarded. The sub-award information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award furthering Federal spending transparency.

Q: What website contains information on all Federal spending awards?
A: FFATA was signed into law in 2006 and requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. That site is www.USAspending.gov. Under the OMB's guidance in 2010, recipients of Federal awards were required to begin reporting data using the FFATA Subaward Reporting System (FSRS) tool.

- ## FEMA Grants Outcomes (FEMA GO)

Q: What is FEMA GO used for?
A: FEMA GO is FEMA's platform for submitting, approving, and managing FEMA grants. FEMA GO is planned to entail grant management tasks for all FEMA grant programs; as of November 2020, the FEMA GO system entails the following Assistance to Firefighters Grants programs: Assistance to Firefighters Grants (AFG), Fire Prevention & Safety (FP&S), and Staffing for Adequate Fire and Emergency Response (SAFER); as well as the following Hazard Mitigation Assistance programs: Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA).

Q: Where can I find more information on using FEMA GO?
A: See the FEMA GO user guides for detailed information on initiating and submitting an application, requesting payments through your grant, submitting program amendments, and accepting an award